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21 AUG 1970

The Honorable John E. Moss, Chairman
Subcommittee on Foreign Operations
and Government Information
Committee on Government Operations
House of Representatives
Washington, D. C. 20515

My dear Mr. Chairman:

Your letter of 29 July 1970 requests information to aid your Subcommittee in bringing up to date a long-standing study and survey of the telephone monitoring practices of Federal departments and agencies. Our response will be keyed to the numbered paragraphs in your letter.

1. The Agency does not prohibit the monitoring of telephone calls. Such monitoring is generally by secretaries for the purpose of taking notes to record names, addresses, dates, figures, requests for information, or where files or other memoranda may be required for use in follow up on the call. Monitoring occurs in other instances where an assistant or other member of an office is being read into a problem or activity for which he may have future responsibility. Notification may be, but is not invariably, given when notes are being taken.

2. The Agency currently has 329 transmitter cut-off switches on telephones assigned to it in the Washington area. The annual cost is \$1,705.80. The Agency has no listening-in circuits.

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3. The Agency has 18 recorder connectors at an annual cost of \$900.90. These recording devices are equipped with the beeper warning signals.

4. The number of telephone recording devices wired into telephone circuits is as given in paragraph 3 above--18. The Agency has not procured or issued any induction-type attachments for dictation machines or any other types of instruments which can be used to monitor or record telephone conversations.

5. The costs for the devices used by the Agency are set forth above, for a total of \$2,606.70.

6. The Agency does not have any rules or regulations governing telephone monitoring and recording.

Sincerely,

/s/ Richard Helms

Richard Helms
Director

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